

# \*\*\* CAREER OPPORTUNITY \*\*\*



## UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF TEXAS

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<b>Position Title:</b>	<b>Pro Se Staff Attorney (Part-Time) #18-09</b>
<b>Location:</b>	<b>Fort Worth, Texas</b>
<b>Closing Date:</b>	<b>Open Until Filled</b>
<b>Starting Salary/Range:</b>	<b>\$39,241 - \$71,684* (JSP 12-14)</b>

\*Minimum starting salary range, depending upon qualifications and experience.

The United States District Court for the Northern District of Texas is recruiting for a part-time Pro Se Staff Attorney. The responsibilities of this position include, but are not limited to: reviewing motions to proceed in forma pauperis; screening prisoner petitions and motions, motions to vacate sentence, and civil rights complaints; and assisting judges who preside over cases in the U.S. District Court with all aspects of prisoner case management. The position is also responsible for drafting appropriate recommendations and orders for approval by the judges. Funding for the position is contingent on the court's prisoner caseload, which is reevaluated annually.

Employees of the U.S. District Court are entitled to benefits which include a retirement system, health and life insurance programs, scheduled holidays, leave accrual, and periodic salary increases. The Court is not authorized to reimburse candidates for travel or moving expenses. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.

To qualify, an applicant must be a law school graduate and a member of a state bar. Experience as a judicial law clerk is preferred. Legal research and writing experience is required.

The selection of a qualified candidate will be contingent upon the results of a mandatory criminal background records check. The final candidate will be subject to a background investigation by law enforcement agencies, which includes FBI fingerprinting. The applicant must be a United States citizen or provide documentation proving eligibility to work in the U.S. This is an at will position.

### **Submit a resume, law school transcript, and writing sample to:**

**Attention: Human Resources #18-09**

United States District Court

1100 Commerce Street, # 1452

Dallas, Texas 75242

Fax (214) 753-2247

Email: [humanresources@txnd.uscourts.gov](mailto:humanresources@txnd.uscourts.gov)

Resumes without code #18-09 and missing transcripts will not be considered.

**\*\*\*\* The Court is an Equal Opportunity Employer \*\*\*\***

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. The U.S. District Court requires employees to adhere to a Code of Ethics and Conduct. This court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative. The decision on granting reasonable accommodations will be made on a case by case basis.